

Lawrence Berkeley National Laboratory
PROCUREMENT CARD (PCARD) APPLICATION FORMS

The applicant must be a Lawrence Berkeley National Laboratory Employee

The Procurement Card may not be used by anyone other than the Cardholder

The application process:

- ***Applicant Reviews and Signs the “Cardholder Agreement” Form.*** Applicant must read and sign the attached Procurement Card Program “Cardholder Agreement form in order to understand and agree to his/her responsibilities as a potential cardholder. Review of the agreement and signature by the cardholder’s supervisor, the cardholder’s Approver, cardholder’s backup Approver and Division Business Manager/designated Division Approver is also required.
- *Division Business Manager/designated Division Approver completes the “PCard Cardholder Account” Form (Application)*
- Return application form to: Denise Davis, *Distributed Procurements Coordinator, Mailstop 71R0259*

After Procurement receives all forms:

- Card will be ordered from the Bank.
- Applicant, Approver and backup Approver will be notified of Cardholder/Approver Training.
- After Cardholder, Approver and Backup Approver Training, applicant will receive his/her card
- Cardholder can begin to use his/her card

Questions? Please call Denise Davis, X5697, Eileen Nasto, X4535

University of California
Lawrence Berkeley National Laboratory (LBNL)
CARDHOLDER AGREEMENT

The University of California has entered into an agreement with US Bank, that provides qualified Laboratory employees with a procurement card (PCard), at LBNL expense, to purchase selected materials and services costing less than delegated commitment authority (including shipping and handling). Using the PCard benefits LBNL and the Cardholder through:

- * Reducing overall processing costs
- * Decentralizing purchasing responsibility
- * Promptly paying our suppliers

The policies combined in this agreement and in the supplemental Division Cardholder's Policy & Guidelines document must be followed by Cardholder's as guidelines for conducting LBNL business. Policy violations will result in revocation of Cardholder privileges and possible disciplinary actions.

General Policy Guidelines: PCards are issued to individuals with delegated commitment authority. Commitment authority is issued at the discretion of the Procurement Department.

Ownership and Cancellation of the PCard: The PCard remains the property of the Bank. It may not be transferred to, assigned to, or used by anyone other than the designated Cardholder. The Bank or LBNL may suspend or cancel Cardholder privileges at any time for any reason. The Cardholder will surrender the PCard upon request to LBNL or any authorized agent of the Bank. Use of the PCard or account after notice of its cancellation may be fraudulent and may cause LBNL to take legal action against you.

Spending Limits: Each PCard has a pre-set spending limit which may not be exceeded under any circumstances. The PCard should be used according to policy whenever and wherever possible for charging materials and selected services costing less than the pre-set spending limit (including shipping and handling.) ***NO PERSONAL EXPENSES ARE TO BE CHARGED TO THE PCARD.***

PCard Abuse: Abuse of the PCard will result in revocation of the PCard and appropriate disciplinary action which may include termination. Policy violations include, but are not limited to:

- * Use of the card for non-laboratory business (e.g. intentional personal purchase, cash refunds, etc.)
- * Letting someone other than the named cardholder charge against the card
- * Ethical Violations – Refer to UC Standards of Ethical Conduct (mandatory compliance training)
- * Purchase of an item on the Restricted Item list
- * Purchase of a Controlled or Sensitive Item
- * Failure to obtain and retain sales receipts and other backup paperwork, as appropriate
- * Splitting requests/orders to circumvent cardholder order limits
- * Failure to reconcile transactions to orders by the required deadline
- * Lack of cardholder/approver's review and certification of the Transaction Summary Posted Report within 2 weeks after transactions have posted to the General Ledger

- * Failure to maintain cardholder paperwork for the required six (6) years
- * Failure to resolve discrepancies with merchants (obtaining credit, file disputes)
- * Failure to provide information to allow the Procurement Card Coordinator to recover sales tax
- * Failure to record adequate order information prior to placement
- * Failure to include adequate description and price of the item
- * Purchase of an item directly from a foreign vendor
- * Purchase of any on-site services
- * Purchase of an item that is part of an exchange
- * Failure to take annual refresher training
- * Failure to report a lost or stolen card

For additional specific usage guidelines, the PCard Cardholder must refer to the Division Cardholder's Policy & Guidelines which is distributed with the PCard (and subsequent updates) and by this reference is incorporated and made a part of this agreement.

Unauthorized Transactions: Any unauthorized transaction on the PCard (except when the PCard is reported as lost or stolen) will be the cardholder's responsibility to reimburse LBNL within 60 days from the transaction date.

* Unauthorized transactions include the following: use of the PCard for personal purchase, use of the card by a suspended or terminated employee, allowing anyone else to use the card, or transactions that lack the proper documentation or approval.

* By signing the agreement, the cardholder gives authorization to LBNL to deduct from cardholder's paycheck the amount of any unauthorized transactions that have not been reimbursed.

Protecting the LBNL PCard: The PCard is valuable property which requires proper treatment by the Cardholder to protect it from misuse by unauthorized parties.

Validation and Safekeeping: Sign the PCard immediately upon receipt. When the expiration date is passed and/or after you have received a new PCard, cut the old PCard in half and dispose of it. If using the PCard at a point-of-sale terminal, make sure the PCard is returned to you after each charge and verify that the returned PCard has your name on it.

Lost or Stolen PCards: If the PCard is lost or stolen, contact the Bank's 24-hour toll-free number at (800) 344-5696 immediately. The Cardholder is also required to contact the Procurement Card Coordinator.

The undersigned Procurement Cardholder applicant, supervisor, approver, backup approver and Division Business Manager/designated Division Approver request that a LBNL Procurement Card (PCard) be issued to the applicant. This applicant has read the above agreement and guidelines and agrees to be bound by their terms and conditions.

PCard Cardholder Applicant

Print Name Here

Sign Here

PCard Cardholder Supervisor

Print Name Here

Sign Here

PCard Cardholder Primary Approver (who will approve Transaction Summary Posted Report and must have signature authority.)

Print Name Here

Sign Here

PCard Cardholder Backup Approver (who will approve Transaction Summary Posted Report and must have signature authority.)

Print Name Here

Sign Here

Division Business Manager /Designated Division Approver

Print Name Here

Sign Here

Procurement and Property Manager

Print Name Here

Sign Here

PCard Cardholder Applicant, Division **Business Manager/Designated Division Approver, Backup approver and Supervisor**: Complete Application. Retain one copy each of Agreement & Application Forms. Forward originals to Denise Davis, Procurement Card Coordinator, M/S 71R0259

PCard Cardholder Account Form (Application)

This form is to be completed by the Division Business Manager/designated Division Approver and returned with the Cardholder Agreement to Procurement Card Coordinator, Denise Davis M/S 71R0259

Cardholder Name (please print)	
Cardholder employee ID	
Cardholder phone number	
Single purchase limit	\$350.00
Monthly credit limit	\$
Lab Project ID tied to the PCard (default)	